

Flood Authority Work Tasks and Staff Assignments
January – June 2013
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Primary Tasks

1. Outreach and Communication: Develop power point presentation and brief each basin government on FA work program and capital budget. Update web site. Provide updates to basin governments for their web sites and other public information materials. Develop press releases periodically on project and policy actions. Consider use of You Tube and other social media.
2. Early Warning System: Update system to make more user friendly. Develop alternative funding and cost allocation models. Conduct training workshops for flood warning system.
3. Capital Budget: Track legislative discussions and action on the capital budget and inform Flood Authority members.
4. Jobs Now Act: Track project progress and inform Flood Authority members. Assess preliminary design results for individual projects to ensure they are able to achieve the intent of the Flood Authority's support.
5. Basin-wide Framework: Review and advise the Governor's work group on early implementation of the basin-wide framework for projects and analytical work.
6. Authority and Subcommittee Meetings: Support periodic meetings of Flood Authority and subcommittees (Executive, Project and Outreach)

Broad duties outlined for FA staffing support:

- Jim – Lead point of contact for decisions and decision-making by the Authority, facilitator of Executive Committee and Flood Authority meetings. Responsible for overall staffing interface with FA (Exec and Full FA). Lead for internal and external relations/communications. Supported by Scott.
- Scott – Lead staff. Responsible for day-to-day admin and logistical support to FA and its subcommittees. Also responsible for work plan development and tracking. Researching and developing staff recommendations for issues that come before the Authority and subcommittees.
- Lewis County – Fiscal administration, assist in scheduling meetings.